

HEAD START COLLABORATION and EARLY CHILDHOOD SYSTEMS

"Through statewide partnerships, the Nevada Head Start Collaboration and Early Childhood Systems Office enhances relationships, builds systems, and promotes quality comprehensive services to meet the needs of young children and their families."

Head Start Collaboration Office Leadership Team Meeting

Wednesday, August 21st, 2013

Location

Department of Health and Human Services, Youth Parole Bureau Conference Room

560 Mill Street, Second Floor, Reno, NV 89502

Call-in Number: 888-363-4735

MINUTES/FINAL

I. Introductions

The meeting began at 9:35am.

Leadership Team members present:

Anna Severens, Nevada Department of Education

Sherry Waugh, UNR Early Head Start

Margot Chappel, Nevada Head Start Collaboration and Early Childhood Systems Office

Karen Stephens, Nevada Department of Education

Brenna Malone, Head Start of Northeastern Nevada

Deborah Aquino, Nevada Division of Public and Behavioral Health, Maternal Child Health Program

Sally Dutton, Department of Health and Human Services, Grants Management Unit

Ann Polakowski, Department of Child and Family Services

Guests present:

Janice Lee, Nevada TACSEI

Guests on the phone:

Laura Valentine, Nevada Aging and Disability Services, Part C Office

II. For possible action: Review and Approve May 15th, 2013 Minutes**

- Ann Polakowski motioned to approve the May 15th, 2013 minutes as written.
- Deborah Aquino seconded the motion.
- All members were in favor.
- There were no oppositions or abstentions.

III. Update on Head Start Collaboration & Early Childhood Systems Office – Margot Chappel

Margot Chappel has attended a number of national meetings recently including the State Education Data Conference, State and Territories Administrator's Meeting (STAM) combined with the Head

Start State Collaboration Office Director's meeting and Early Childhood Advisory Council meeting, the National Governor's Association Birth Through 3rd Policy Academy, and the Elko Early Childhood Conference.

National HSCO Directors/ STAM and ECAC Meetings:

- Ms. Chappel was asked to represent the Nevada ECAC on a panel with Iowa and Michigan ECAC representatives to share how the federal funding had helped to progress an early childhood policy agenda.
- Helpful with the Race to the Top application planning.
- Collaboration focus is providing opportunities for increasing Birth-5 grants. Per Yvette Sanchez Early Head Start and Head Start are combined.
- Nevada grantees do a great job at making sure child care funds are available to provide additional care for children. More collaboration with local providers is needed.

Discussion:

Sherry Waugh stated it is challenging to collaborate with family child care providers.

Margot Chappel stated she attended a presentation by Linda Smith that presented information on how Family Day Care Home providers could increase their income and the quality of comprehensive care by partnering with Early Head Start and this could be an incentive to partner more with Head Start programs.

Sherry Waugh stated it may be a challenge for Family Day Care Home providers to meet Head Start performance standards.

Silver State KIDS:

- Training of Trainers took place in July. Sherry Waugh and Teresa Oster attended.
- Teaching Strategies, Birth through 3rd Field Testing took place in July and seven people attended.
- Time consuming to manage this project.
- Budget: Year 1 – funding is for 21,500 students. Only half are committed at this time and space is available for private child care providers to participate. Would like to increase the number of children who can participate during Year 2. One million dollars is allocated in IFC contingency funds to support projects related to the State Longitudinal Data System. The SSKIDS project budget is in the process of being confirmed by IFC.
- Transferring Head Start and other programs under the State License.
 - A press release will provide a web link where programs can transfer their license to the state account while programs will continue to have their own account. More instructions will be provided. Non-Head Start children can participate and Head Start grantees are asked to forward those numbers to Ms. Chappel.

Discussion:

Laura Valentine commented the information on the Child Outcomes Summary Form (COSF) is required.

Sherry Waugh stated this is required for federal reporting but does not take the place of individual child assessments.

Ms. Valentine stated she participated in the SRI meeting and found out about the Enhance Study which showed that some states are using other assessment tools and this is not required by COSF and that some states are using TSG if the Part C Office is using this tool. She asked if her staff could sit in on a TSG training.

Margot Chappel stated TSG uploads data in to COSF requirements and no additional requirements are needed. She stated Sherry Halley mentioned Clark County does this.

Ms. Valentine stated there are challenges around standardization and this will help.

Ms. Chappel stated this supports the Early Intervention Services contract renewal and Early Head Start could be a contractor and provide services.

Ms. Valentine stated she would discuss this with her supervisor Amber Joiner.

August Early Childhood Advisory Council Meeting:

- Erin Hasty from the Governor's Office attended the meeting on behalf of the Governor's Office.
- ARRA funding ends on August 31st and all contract work needs to be completed by this deadline. Funding that was used towards the Comprehensive Plan has been reallocated to support the planning of the Race to the Top application. The Comprehensive Plan will continue using other funding sources after the Race to the Top application is complete.
- The Governor's Office will appoint the new council members.

Race to the Top Early Learning Challenge Grant Application:

- Home Visiting is able to provide funding to support the planning process.
- The grant notice is expected to be announced by August 27th.

Birth through 3rd Grade Summit:

- A planning meeting will take place this Friday.

State of Nevada Department Changes:

- Nevada Department of Education: Dale Erquiaga is the new state superintendent of public instruction and Judy Osgood (formerly of the Governor's Office) is the new NDE public information officer.
- Head Start Collaboration and Early Childhood Systems Office: No updates on office move. Mike Willden is reviewing Margot Chappel's list of responsibilities.

ECCS Grant:

- Notice of Grant Award was received and spending can begin in October.

Discussion:

Deborah Aquino asked if this was on the fund map.

Ms. Chappel stated it was not on the fund map yet.

IV. Crosswalk Alignment Update – Anna Severens

Crosswalk Alignment (Pre-K and Common Core Standards):

- Will be on the agenda for the next Nevada Department of Education Board Meeting for September 4th as a discussion item. Ms. Severens, Melissa Burnham, Tina Springmeyer, and NDE Superintendent will provide a presentation. This will only be an item for discussion and not requesting approval.
- There is a gap with instructional practices in kindergarten.
- Next steps: Technical Assistance is available through the Birth – 3rd Grade Policy Academy to review crosswalk and provide a gap analysis. (This is an option and need to determine next steps.)

Early Learning Guidelines:

- Margot Chappel asked if the draft of the Early Learning Guidelines have been approved. Funding was allocated in the Head Start Collaboration Office grant to support NDE in the finalization of document. Should this funding be allocated to something else?
- Ms. Severens stated the guidelines have not been approved yet and Joanne Everts is updating the document.
- Sherry Waugh stated that no one in the state represents infant and toddler development specifically and is not responsible for the completion of the document.
- Ms. Chappel stated staff from the Governor's Office, NDE, and DHHS met in July around early childhood initiatives in Nevada and all agreed on importance of quality early childhood experiences.

Governor's Office Update – Margot Chappel:

- Governor's Office is focusing on the Health Insurance Exchange which will launch on October 1st in the North.
- Erin Hasty is now the early childhood representative. Ms. Chappel forwarded the National Governor's Association (NGA) Grant to Ms. Hasty. NGA recommendations include providing assessments, supporting quality care, creating State Advisory Councils, and creating an Office of Early Care and Education. It would be important to have someone in early care office to manage these recommendations.

V. For possible action: Determine Status of Leadership Team/Partnership Committee and How to Support the Head Start Grantees – Recommendations**

- **Lead Team as a Work Group of the Early Childhood Advisory Council**

Overview from Brenna Malone:

- Presented on behalf of the Nevada Head Start Association during the last Nevada Early Childhood Advisory Council (ECAC) meeting.
 - Partnership Meetings are no longer pertinent.
 - Head Start needs be a focus and plays a major role in early childhood initiatives in Nevada.
 - Need for seamless meetings that create a collaborative environment to discuss issues.
 - Head Start grantees need to be aware of early childhood initiatives that impact Head Start and the communities it serves.
 - State ECAC is built around Head Start Act and requesting that Head Start updates be an agenda item at ECAC meetings.

State early childhood workgroups discussion:

Margot Chappel asked for the Nevada Head Start Association to clarify their request of the ECAC and if they are requesting the Lead Team be a workgroup of the Council?

Sherry Waugh asked for a list and structure description of the workgroups that are currently under the ECAC. Ms. Chappel stated the Head Start Act does not require a workgroup structure and there are no requirements stated in AB 79.

- *ECAC membership status:* Ms. Chappel is not privy to the appointment process and membership confirmations by the Governor's Office. The ECAC has provided advisement to the Legislative Council Bureau and the Governor's Office on early childhood initiatives.

- *Current early childhood workgroups:*

- Higher Education/Professional Development – originally formed through the Partnership Committee and Lead Team.
- Expanding Opportunities (EO) - workgroup of the ECAC.
- TACSEI - recommendation to combine with Expanding Opportunities. This is an agenda item for the October 1st ECAC meeting.
 Laura Valentine commented that both TACSEI and EO committee representatives recommend that the two combine. Anna Severens stated details need to be decided on where to house the TACSEI program and if the Nevada Center for the Education of Disabilities continues to manage the project or would this be managed by the Children’s Cabinet?
- Child Care Health Consultation - managed by the Children’s Cabinet – no link to the ECAC.
- Legislative/Early Childhood Policy - managed by the Children’s Advocacy Alliance (CAA). Provides updates at the ECAC meeting
- ECCS Developmental Assessment/Health - workgroup of the ECAC that focuses on connecting children 0-3 years of age with developmental screenings and assessments and to improve relationships and referrals between health and child care providers. Members include Dr. Rutu Ezhuthachan, Debra Vigil, Laura Valentine, Ann Polakowski, Sherry Halley, Deborah Aquino, and Margot Chappel. Ms. Chappel will send out a Doodle to the workgroup members to schedule the first meeting.

Discussion:

Sherry Waugh asked if there will be new Bylaws for the ECAC and how the workgroups or agencies that oversee the workgroups stay connected or report to the Council. Ms. Chappel said yes.

Ms. Chappel stated the Children’s Advocacy Alliance update is an ongoing agenda item during the ECAC meetings. The Children’s Cabinet does not need to report on Child Care Health Consultation status, but is welcome to.

Ms. Waugh stated there may be a misunderstanding in the community that the ECAC is just about Head Start only.

Ms. Chappel clarified that the HSC & ECS Office is systems oriented.

Silver State KIDS/Data Discussion:

Ms. Chappel stated there may some confusion around Silver State KIDS since it is managed through the Department of Health and Human Services and not the Department of Education.

- A Silver State KIDS workgroup may be formed.
- P-20W Council – One of the goals is to track Head Start children through their education and into the workforce.
 - The group created draft Bylaws and they will be voted on during the next meeting. There is a Data Governance Workgroup Committee that oversees the data.

Ms. Waugh asked who the administrator for TSG is. Ms. Chappel stated she has administrative rights and manages the project.

- SB 486 includes funding for an internal feasibility study to tie DHHS early childhood data together and link it to the State Longitudinal Data System (SLDS).
- TSG and NDE are discussing how to integrate that data in to the SLDS using unique state identifiers. Working out possible issues, such as with twins who may have the same initials and birth date.

Ms. Waugh stated one challenge is tracking students who transition from one program to another or from system to system.

Ms. Malone asked if Head Start Program Information Report (PIR) data will be included in this system. Ms. Chappel stated the data is limited and does not include information on family circumstances. Ms. Malone stated Head Start is not being asked about creating the system and to provide feedback. In what ways can Head Start be a resource? Ms. Waugh stated this could be a request for information from the Early Childhood Advisory Council. Ms. Malone asked about the President's early childhood initiatives including universal Pre-K for all three year olds and what the impact will be. Details are unknown as of now. Laura Valentine stated Early Intervention Services has three different data systems that do not speak to each other.

Partnership Meeting Discussion:

- Low attendance during 2012 meetings resulted in 2013 meetings being cancelled. The HSC&ECS Office is waiting for further direction from the Nevada Head Start Association.
- Nevada Grantees are spread out across the state and serve different populations and it is challenging to bring everyone together. All grantees have never been able to attend the same meetings.
- Head Start regions within the federal system are the same as Maternal and Child Health but different from the Department of Education. Acelero is officially in Region II (classified as a delegate agency within Region IX) and is not always integrated in to state data and activities.
- Deborah Aquino stated it was helpful to have Partnership Committee meetings to communicate information to grantees on health programs such as oral health.
- Ms. Malone stated one possibility would be for the Nevada Head Start Association to organize the Partnership Meetings. Ms. Waugh stated the Nevada Head Start Association does not have the resources to manage the meetings or to hire a staff person.

Current Federal and Statewide Initiatives:

- Expansion of federal funding for ECE would impact Head Start and which group and department would determine the direction and allocation of funding.
- Need for Head Start to be aware of state and federal initiatives that may impact their programs.
- State funding is supporting English Language Learners.
 - Ms. Malone stated the Elko School District principal spoke with her over the phone regarding additional slots for English Language Learners and the State Pre-k expansion. Ms. Malone asked Lead Team members for clarification on how this expansion will impact communities and Head Start.
 - Head Start staff are leaving to work for these programs for higher pay and consequently impacting Head Start programs.
 - Even though Head Start staff positions are paid at a higher rate compared to private early childhood program staff. According to a study that was presented during the State and Territories Administrators Meeting in July 2013, Head Start staff continue to move to school districts that offer higher pay and better benefits after degrees and teaching certification are completed.

Leadership Team Purpose:

Having the Leadership Team as a workgroup of the NECAC would provide an opportunity to bring Head Start needs to the table and this supports the HSC & ECS Office purpose of creating statewide

partnerships through enhancing relationships, building systems, and promoting quality comprehensive services to meet the needs of young children and their families.

Charges:

- Address Head Start Needs
- Increase public awareness
- Enhance partnerships

Motion:

- Sherry Waugh made a motion to recommend to the Nevada Early Childhood Advisory Council (NECAC) at the October 1st meeting that the Leadership Team become a workgroup of the NECAC to advocate for the needs Head Start grantees and families. The Nevada Head Start Association and Leadership Team would determine the discussion items for the ECAC meetings.
- Brenna Malone seconded the motion.
- All members were in favor.
- There were no oppositions or abstentions.

VI. For possible action: Discuss Meeting to Review and Update HSC Office Strategic Plan Before October 1st - Margot Chappel**

Head Start Collaboration Office grant is due on October 1st and a Leadership Team Committee needs to be created to review and update the Strategic Plan.

Motion:

- Ann Polakowski made a motion for the HSC Office to hold a phone conference meeting with the Head Start grantees after the Needs Assessment survey has closed to review and update the Strategic Plan. The updated Strategic Plan will be forwarded to the Leadership Team Committee to meet on September 11th. Approval of the final plan will be made by email by the end of September.
- Sherry Waugh seconded the motion.
- All members were in favor.
- There were no oppositions or abstentions.

VII. Early Intervention Services/Part C and Nevada Department of Education MOU Update – Laura Valentine

Content was developed by Laura Valentine and updated by Margot Chappel.

- Margot Chappel asked if Brenna Malone and Sherry Waugh should review the document. She will also send the Region IX MOU to Ms. Valentine.
- Laura Valentine stated she will update the document first (spelling corrections, etc.) and review the Region IX recommendations and then send out a revised MOU to Sherry Waugh and Brenna Malone to review.

VIII. Head Start Association Update – Brenna Malone

Early Head Start is partnering with the Nevada Home Visiting program to offer the Reflective Supervision and HOVERS Training. Nevada Home Visiting is providing travel support.

IX. T/TA Update - Teresa Oster

Trainings:

- National Resource Center Early Head Start training will cover school readiness goals for Birth through three years of age.
- Practice Based Coaching will take place in September.

Grantee Site Visits:

Ms. Oster and Margot Chappel visited Acelero Learning Head Start and Sunrise Children's Foundation Early Head Start. Both programs have created school readiness goals and Ms. Oster and Ms. Chappel are working with the programs on aligning with the state school readiness definition and Teaching Strategies Gold.

X. Home Visiting Update – Deborah Aquino

- Submitted competitive extension grant that would allow the Home Visiting program to expand in to the rural counties using Early Head Start and Family Centered Models.
- Staff: Lily Helzer is the new Home Visiting coordinator.
- National evaluation participation: Receiving contracts to recoup costs of random selection process which is a part of the national evaluation. Selected the performance based contract which is based on costs per visit.
- Budget: Will need to spend out funding by September. Increasing literacy, mental, physical health, and child welfare. Sub-grants.

Budget Discussion:

Sally Dutton asked if the Family Resource Centers could benefit from the additional funds.

Ms. Aquino stated yes and they are speaking with Toby Hyman.

Ann Polakowski asked if there is an age range and if this is through Purchasing or through a Master Services Contract.

Ms. Chappel stated TACSEI sites need materials. Janice Lee agreed.

Ms. Dutton will email Ms. Aquino to set-up a meeting to discuss this further.

Home Visiting Discussion:

Sherry Waugh stated Amber Howell, Administrator of the Division of Child and Family Services, is asking Home Visiting programs to inspect homes for safe sleeping environments. Ms. Waugh stated staff should not be required to do this because Home Visitors are not monitoring family home environments. Brenna Malone and Ms. Waugh stated they provide information to families on SIDS and resources to obtain cribs.

Ms. Aquino stated requiring home visitors to inspect safe sleeping accommodations could take away from building relationships with families and become more about regulations.

Ms. Chappel asked if Lily is working with Ellen Crecelius on the contract.

Ms. Aquino stated they can amend the contract internally since it does not increase funding.

XI. Technical Assistance Center for Social Emotional Interventions (TACSEI) Update – Janice Lee

Program updates:

- Diane Branson resigned.
- Collaborating with the Children's Cabinet to host the training coordinator position and to become the official home of the program.

The group asked who the staff person is at the Cabinet who is overseeing this project and Ms. Lee did not have the name at this time.

- Project continues to build interest and keep momentum going.

Demonstration sites:

- Great Basin College Child Care Center has a new director and they are interested in becoming a demonstration site.
- Need more support for Elko, Ely, and Wells since capacity is limited.
- Another training may be offered with staff support from the Children's Cabinet.
- Two years of data are available to provide comparisons.

June 20th End of Year Celebration Day:

- Lead Team discussed ways to make improvements.
- Demonstration sites provided presentations.
- Not everything was covered but discussions continue.

Merging TACSEI and Expanding Opportunities:

- Recommendation for Expanding Opportunities to adopt TACSEI.
- Ms. Lee will discuss the details with Sherry Halley this afternoon.
- Nationally, technical assistance centers are combining efforts and this move makes sense at the state level.

Discussion:

Sherry Waugh commented on the importance of adults understanding that they need to make changes to support positive behaviors.

Margot Chappel stated Jack Zenteno is considering recommending an increase in funding for subsidies for children with disabilities. She stated there is a need for additional resources to support children with special needs.

Ms. Waugh stated there are still challenges.

Sally Dutton commented as a parent with a child with special needs she advocates for children to be in school with all children, to have independence, and support for social emotional health.

Ms. Waugh stated conversations need to continue with parents on the importance of all children being in the same classroom (i.e., inclusive practices).

Deborah Aquino asked how the project went with Nevada PEP.

Ms. Lee stated it went well and had good results.

Head Start Collaboration Office Grant Budget:

- 2013 Grant: \$10,000.00 is allocated for Expanding Opportunities and \$17,000.00 for TACSEI.
- Ms. Chappel stated the Lead Team would need to determine the priorities for the Head Start Collaboration Office funding and she is looking in to requesting a due date extension to November 1st.

XII. Expanding Opportunities Update

No update provided.

XIII. Birth Through 3rd Grade Summit Update – Anna Severens

- *Dates:* October 11th and 12th
- Modeled after National Governor's Association Birth-3rd Grade Policy summits.
- County teams are invited to participate with cross sector representation from higher level school district staff and school and early childhood program teachers. Applications will be emailed to counties.
- *Planning:* Kristie Kaurez is providing planning leadership and will also facilitate the conference. Next planning meeting is scheduled for Friday, August 23rd from 9:30am – 3:00pm. Planning team representation and funding support is from the Nevada Department of Education, Regional Professional Development Program, Head Start Collaboration and Early Childhood Systems Office, and the NGA grant.
- *Focus:* Teacher effectiveness and alignment of birth through 3rd grade policies and practices, and state systems strategies.

Comprehensive Plan Summit: Margot Chappel

- Comprehensive Plan Summit is cancelled for September 9th and 10th and is rescheduled to take place on October 10th.
- Sherry Waugh stated the Interagency Coordinating Council (ICC) is meeting on October 10th from 9:00am – Noon. Ms. Chappel asked if the ICC could change the date of the meeting. Laura Valentine stated she would contact Mary Wherry to see if the meeting date can be changed.

XIV. Early Childhood Advocacy Efforts – Children's Advocacy Alliance

Advocacy efforts are focusing around preventing early childhood obesity.

No update provided.

XV. Other Updates as Indicated

Grants Management Unit:

Sally Dutton stated they are closing out fiscal year grants.

Supporting Foster Children:

Karen Stephens stated that through SB31 her office is partnering with the Division of Child and Family Services in a workgroup to provide better support foster children. Goal is to make sure children are entered in to data bases so that services and resources are provided. Case workers are very busy and it is challenging to input data in to system that alerts staff that child is a foster child. Bighorn system will provide a way to indicate if a child is a foster child.

Ann Polakowski commented that foster children are challenging to keep track of. Kids Kottage is only supposed to take care of children for 23 hours.

Brenna Malone stated a study found that older children who stayed in the Eagle Valley Home liked this because it was a stable, consistent environment.

Ms. Stephens stated keeping children in the same school is one way that children maintain a sense of stability.

Ms. Waugh stated it is dependent on foster parents to make sure children participate in programs.

Ms. Malone stated she sees more grandparents caring for children and there are challenges working with that group.

Ms. Waugh stated the Department of Education indicates there are a large percentage of children in foster care.

Ms. Aquino stated it is challenging to keep track of children when they move to different districts.

Ms. Stephens stated bussing in order to support children attending the same school helps and the Department of Child and Family Services provides support.

Mobile Crisis Unit Clark County:

Ann Polakowski stated her office received state funding to provide mobile crisis unit services in Clark County during evenings and weekends seven days a week. There are two teams each with two staff. DCFS staff will take on stabilization and the project will begin in October.

Child Care Mental Health Consultation Clark County:

Ann Polakowski stated that two mental health consultants will be full-time staff. They will provide support to child care centers through training and modeling supportive behaviors.

Deborah Aquino asked if this available in the rural counties?

Ms. Polakowski stated those positions are contract positions primarily focused on southern Nevada.

XVI. Public Comment

There was no public comment.

XVII. Adjourn

The meeting adjourned at 12:12pm.

****Indicates the Head Start State Collaboration Leadership Team may take action on this item**